

	<b>Approved Caterer RFP Addendum #1</b>	<b>July 18, 2016</b>																														
<b>#</b>	<b>QUESTIONS</b>	<b>ANSWERS</b>																														
1.	Can you choose which venues you would like to work at or do you have to service them all?	You need to be available to provide services at all facilities.																														
2.	What are the current average percent's for Concession Maintenance Fund, Rent, and Advertising?	<p><b>Social event total: 11.5%</b>  Concession Fee: 7%  Maintenance Fee: 4%  Promotional Fund: 0.5%</p> <p><b>Business meetings total: 5.5%</b>  Concession Fee: 4%  Maintenance Fee: 1%  Promotional Fund: 0.5%</p>																														
3.	Are there usage numbers for events?	<table border="1"> <tr> <td colspan="2">2014 Total</td> <td>525</td> </tr> <tr> <td>Brazilian Room</td> <td></td> <td>237</td> </tr> <tr> <td>Temescal Beach House</td> <td></td> <td>158</td> </tr> <tr> <td>Shoreline Center</td> <td></td> <td>74</td> </tr> <tr> <td>Fern Cottage</td> <td></td> <td>56</td> </tr> <tr> <td colspan="2">2015 Total</td> <td>545</td> </tr> <tr> <td>Brazilian Room</td> <td></td> <td>238</td> </tr> <tr> <td>Temescal Beach House</td> <td></td> <td>169</td> </tr> <tr> <td>Shoreline Center</td> <td></td> <td>84</td> </tr> <tr> <td>Fern Cottage</td> <td></td> <td>54</td> </tr> </table>	2014 Total		525	Brazilian Room		237	Temescal Beach House		158	Shoreline Center		74	Fern Cottage		56	2015 Total		545	Brazilian Room		238	Temescal Beach House		169	Shoreline Center		84	Fern Cottage		54
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4.	Any breakdown of usage between weddings, business meetings, parties, etc.?	<table border="1"> <tr> <td>2015</td> <td>Catered</td> <td>Non-Catered</td> </tr> <tr> <td>Weddings</td> <td>232</td> <td>31</td> </tr> <tr> <td>Business mtgs</td> <td>65</td> <td>84</td> </tr> <tr> <td>Social/memorials</td> <td>50</td> <td>83</td> </tr> </table>	2015	Catered	Non-Catered	Weddings	232	31	Business mtgs	65	84	Social/memorials	50	83																		
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5.	How do we project revenue for 2017?	Revenue project would be based on number of bookings anticipated and the average menu cost.																														
6.	Is Revenue based on Park business only or my entire business?	Only on the business performed in the park facilities.																														
7.	How can we know how much work to expect?	Our 14 caterers worked 347 events in 2015. Some do more than others...																														
8.	Is the 5% fee is based on revenue from your venues only?	Our fees are based on food and beverage revenue from our venues only.																														
9.	Any guideline as to how much the Maintenance Fee should be?	4% for social events and 1% for business meetings are the current collection rates, refer to Answer #2, for existing fee structure.																														
10.	At the Brazilian Room – Can there be food stations on the patio?	Food serving must be done from inside, but you are allowed to bring plates onto the patio.																														
11.	Does alcohol beverage service mean beer and wine only?	Yes. Hard liquor is prohibited in the parks.																														

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12.	Are the Forms available in a WORD document?	Yes, see Addendum #2
13.	Can I get a copy of my proposal submitted from the prior RFP?	Yes, contact Mimi Waluch by email and a copy will be e-mailed to you, <a href="mailto:mwaluch@ebparks.org">mwaluch@ebparks.org</a>
14.	Under Payments to District – Evaluation of projected payment, and evidence of ability to achieve such projections - Can you explain this a little more in detail?	This refers to the company’s capacity to meet the projected gross sales and company history to perform.
15.	VII. Proposal Form for Caterers- Is this is new set of fees that will be implemented for the new contracts?	Yes, refer to Answer #2 for existing fee structure.
16.	Is there is a minimum we should include for: - Maintenance fee? - Promotional fee?	No minimum is set; refer to Answer #2 for existing fee structure.
17.	In the RFP - I. A. Can you explain this in more detail?	Need additional information; response will be available in Addendum #3.